

Project Management Process Step 1 KEY

1. Business Case is created by Requestor
2. a. Business Case is approved by the Director, VP or AVP of the related department/College/etc.

b. Business Case is rejected by the Director, VP or AVP of the related department/College/etc.
3. ITS Committee meets to review Business Cases received by ITS
4. ITS Committee decides whether to:
 - a. Approve Business Case
 - i. Business Case Requestor and PM are notified (Then proceed to [Step 2](#))
 - b. Reject Business Case
 - i. Business Case Requestor is notified with justification.
 - c. Return Business Case for clarification
 - i. Business Case Requestor is notified
 - ii. Business Case is updated by the Requestor
 - iii. Updated Business Case is submitted to the ITS Committee for review
 - d. Schedule Business Case presentation
 - i. Business Case Requestor is notified
 - ii. PM presents Business Case to the ITS Committee
 - iii. ITS Committee reviews and makes a decision

Project Management Process Step 2 KEY

5. A Project Site is created automatically by the EPM tool once the Business Case has been approved.
6. Does the project involve Outsourcing?
 - a. No, outsourcing is not involved. A kick-off meeting is arranged for the project.
 - b. Yes, outsourcing is involved. Refer to the Procurement Process and a kick-off meeting is arranged for the project.
7. Project Charter is developed by the PM.
 - a. Project Charter is complete and signed by the Sponsor of the project, the uploaded on EPM
8. Requirements are gathered by the PM
 - a. Requirements document is complete and uploaded on EPM
9. Project Scope is finalized by PM
 - a. Scope Statement is complete and signed by PM, Department Manager, CIO and PMO Manager and then uploaded on EPM
10. PM identifies Project Team
 - a. Project Team Work document is complete and uploaded on EPM
11. Project Schedule is created by the PM on the EPM tool.

12. Project enters the Execution phase

- a. Weekly status reports will be sent by PM through the EPM tool to stakeholders
- b. Project Deliverable Acceptance will be signed once deliverables have been completed/received from vendor, if outsourcing is involved and then uploaded on EPM
- c. User Acceptance Testing sign off is completed and signed by users of the system/application being created.

13. Project enters Closing phase

- a. Handover plan to operations and sign-off document is completed and signed by PM, Department Manager, Operations team Technical Lead, CIO, PMO Manager and then uploaded on EPM
- b. Project Completion certificate is completed and signed by PM, Department Manager, CIO and then uploaded on EPM.